

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Wednesday, December 8, 2021, 3:00 p.m.
Meeting Held Remotely

ROLL CALL:

Sup. Megan Borchardt	<u> X </u>	Ann Hartman	<u> X </u>
John Fenner	<u> X </u>	Corday Goddard-Chair	<u> X </u>

OTHERS PRESENT: Patrick Leifker, Dave Diedrick, Megan Walker (ICS), Trent Claybaugh & Kathy Meyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 15th , 2021 meeting of the Brown County Housing Authority.

A motion was made by M. Borchardt seconded by A. Hartman to approve the minutes from the November 15th, 2021 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None

REPORTS:

None

OLD BUSINESS:

None

NEW BUSINESS:

2. Consideration with possible action to provide a letter of interest to Gorman and Co. in their request for Project Based Voucher Units.

P. Leifker stated that the Housing Authority was approached by Gorman and Co. in regard to a project that they recently received an award from an RFP through the City of Green Bay for the parcel of land, and due to time sensitivity and low income tax credit application being due at the end of this week, they had requested to see if the Board would accommodate a meeting. P. Leifker reviewed one of the criteria in the WHEDA application that being if the developer has secured conditional commitment of Project Based Vouchers for the project. P. Leifker then opened the floor and invited Trent Claybaugh, project development manager for the Wisconsin Market at Gorman and Co. to discuss the project.

Trent Claybaugh presented the project via PowerPoint. The project title is Bay City Lofts, site location is at 216 S. Military Ave., Green Bay, and it's a 48-unit development; 40 units will be low-income units, with the remaining 8 units being Project Based Vouchers. Bay City Lofts is requesting a letter of interest for eight project based vouchers to be utilized within this new development.

Discussion occurred.

A motion was made by J. Fenner, seconded by A. Hartman to provide a letter of interest to Gorman and Co. for their request for Project Based Voucher Units as proposed and discussed at today's meeting. Motion carried.

3. Review of the Memorandum between BCHA and Neighborworks regarding the Purchase Assistance Loan Program and Down Payment Closing Costs Program.

P. Leifker stated that staff and BCHA auditors have reviewed previous loan agreements that BCHA had entered into with NeighborWorks Green Bay. During a recent audit, it was identified that these agreements should be classified as grants rather than loans. P. Leifker briefly reviewed the agreements.

BCHA staff recommend that these funds be released to NeighborWorks Green Bay in the form of a grant rather than a loan.

A motion was made by A. Hartman, seconded by J. Fenner to receive, and place on file the Memorandum between BCHA and NeighborWorks regarding the Purchase Assistance Loan Program and Down Payment Closing Costs Program. Motion carried.

4. Consideration with possible action on the approval of BCHA Resolution 21-03 to formally recognize the years of service to the Brown County Housing Authority by Thomas Diedrick, former BCHA Commissioner.

P. Leifker presented the resolution to formally recognize Thomas Diedrick for his years of service to the BCHA.

A motion was made by J. Fenner, seconded by A. Hartman to approve BCHA Resolution 21-03. Motion carried.

BILLS AND FINANCIAL REPORT:

5. Consideration with possible action on acceptance of BCHA Bills.

P. Leifker reviewed the bills.

A motion was made by J. Fenner, seconded by A. Hartman to accept, and place on file the BCHA bills. Motion carried.

OTHER: No other business.

Date of next scheduled meeting: January 17th, 2022 at 3:30pm at City Hall, Room 604

A motion was made by A. Hartman, seconded by J. Fenner to adjourn the meeting. Motion carried.

Meeting adjourned at 3:35pm